



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PLANS EXAMINER

Class No. 003664

■ CLASSIFICATION PURPOSE

To receive and review applications, construction plans, and specifications for single family dwelling building permits; to check plans for conformity to building codes and ordinances; to answer technical questions on a variety of county permits; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Plans Examiner is a paraprofessional class found only in the Department of Planning & Land Use. Its primary concern is limited to the review of proposed changes to single-family residential buildings. This class is distinguished from the Structural and Civil Engineer classes in that the Plans Examiner is assigned basic plan review requiring limited engineering skills and calculations.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Performs over-the-counter plan review of single-family dwelling plans for structural and non-structural items.
2. Reviews building permit applications, construction plans and specifications for residential and accessory structures such as family dwellings, room additions, barns, garages, patios, pools, decks, garage conversions, footings, porches, awnings, and carports.
3. Performs the least difficult plan checking for plumbing, electrical, and mechanical for large single-family dwellings.
4. Consults with professional engineers for approval of structural members and connection details.
5. Ensures that plans submitted with applications conform to California Building Codes, appropriate County codes and County - approved handouts.
6. Reviews plans proposing structural detail changes to determine compliance with the County handout and refers exceptions to a professional engineer.
7. Answers questions on the telephone regarding the least complex structural and non-structural requirements of the California Building Codes.
8. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
9. Uses computer equipment to process all types of permits.
10. Provides technical assistance to counter personnel and refers the most complex questions to professional engineering staff.
11. Determines building valuation and permit fees.
12. Approves or disapproves plans submitted and explains and interprets code requirements and restrictions to contractors and homeowners.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Building construction methods, building plans, and maps.

- Techniques and methods used in the analysis of design plans, specifications, work plans in relation to permits and land use applications.
- Structural technology, construction practices and techniques related to new building construction, and alterations to existing structures involving conversion or restructuring.
- California Building Codes.
- The variety and characteristics of construction materials and their proper installation.
- Regulatory practices, rules, and ordinances governing a building's proper construction, use, occupancy, safety, and sanitation.
- Planning and zoning review procedures.
- County customer service objectives and strategies.

Skills and Abilities to:

- Analyze and interpret building design details, plans, and specifications.
- Inspect plans and issue all types of permits.
- Apply principles and practices of structural technology to inspect building and plans compliance.
- Communicate effectively in an advisory role with owners, contractors, builders, architects, and the general public to gain compliance with codes and regulatory practices.
- Perform work using computer applications and equipment.
- Communicate effectively orally and in writing.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Four (4) years of experience examining plans or inspecting buildings, grading, fire sprinkler systems, plumbing, electrical and mechanical installations and mobile homes; OR,
2. Associate's degree from an accredited community college with coursework in engineering, architecture, or a closely related field; AND, two (2) years of experience examining plans, inspecting buildings, grading, fire sprinkler systems, plumbing, electrical and mechanical installations and mobile homes.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward movement of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files and plans weighing up to 30 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Current certification as a Building Plans Examiner issued by the International Conference of Building Officials (ICBO) or by the International Code Council (ICC) is required within six (6) months of the date of hire.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: January 31, 1989
Revised: Spring 2003
Revised: June 7, 2004